

## **Protocol and Code of Conduct for State of Colorado On-Site Review Team Members**

### **Participation:**

- All team members need to be supportive of the process.
- Attend orientation meetings.
- Team members should be present for the entire visit.
- Every night for the duration of the visit, team members should expect to attend and participate in at least a two-hour debriefing.
- Team members will decide as a group if the components of the program under review are proficient, partly proficient, or not proficient and comments will be gathered for the writing of the draft report.
- Team members will report any conflicts of interest, will maintain confidentiality during and after visits, will remain sensitive to privacy issues and will act with discretion and professionalism.

### **During the on-site review:**

- One person will be responsible for each performance measure but, ultimately, each member is concerned with every single measure.
- Bridge observations back to a particular statutory performance criterion or standard.
- Follow your instincts.
- When interviewing students or faculty, begin by complimenting them on the positive aspects of the program or on the work they do that you have heard about or seen during the visit. Then ask open-ended questions that you can build upon by asking additional questions to acquire more information and to examine any patterns that might emerge from the interview and visit.
- Tell the people you speak with that you may use their comments in the final report but that they will remain anonymous.
- Look at areas of responsibility in statutory performance measures.
- Look for evidence of the IHE's commitment to the teacher preparation programs.
- Look at the program holistically.
- At least one member of the team will be responsible for thoroughly examining everything in the evidence room.
- Always make a record of days, times, and names of people with whom you met.
- Circulate a roll sheet with the date on it at larger meetings.